

SOUTHWEST IOWA PLANNING COUNCIL
MEETING MINUTES
Thursday, October 24, 2019
SWIPCO, 1501 SW 7TH St., Atlantic, Iowa, 1:30 p.m.

Call to Order. Chair Parkhurst called the meeting to order at 1:30 p.m.

Roll Call. The following members were present: Terry Arentson, Marilyn Drake, Debora Frazee, Terry Graham (teleconference), Dave Jones, AJ Lyman (teleconference), Charlie Parkhurst, Donna Robinson, Susan Shepherd, Matthew Smith, John Straight, Sherman Struble, Todd Valline, Frank Waters, and Brad Wright. A quorum was present. Staff present: Alexis Fleener, Sandy Hansen, Mark Lander, John McCurdy, and Rhonda Oliphant. Others present: Dave Ginther and Darren Welsh with Gronewold Bell and Khyinn.

Approve Agenda. Struble moved to approve the agenda and Frazee seconded. Members voted with all ayes.

Approve Minutes – September 19, 2019. Robinson moved to approve the minutes. Wright seconded. Members voted with all ayes.

Accept and Place the Annual Audit on File. Ginther and Welsh presented the annual audit for review. Graham moved to approve the audit as presented. Struble seconded the motion. Motion passed with all ayes.

Approve Financial Reports. Waters moved to approve the financial reports. Struble seconded the motion. Motion passed with all ayes.

Approve Payment of Bills. Wright moved and Robinson seconded a motion to approve payment of the bills. Members voted with all ayes.

Approve Agency Expenditures. McCurdy presented the bids for transit tablets, cases, data, and push to talk. US Cellular 3 year cost was \$87,792.10 and 5 year cost of \$129,744.10. Verizon 3 year cost is \$95,007.60 and 5 year cost of \$134,467.20. Passio 3 year cost is \$182,438.11 and 5 year cost is \$268,838.11. Valline moved to approve the bid for Verizon Wireless for a three year cost of \$95,007.60. Jones seconded the motion. The motion passed with all ayes.

Discuss and Approve November/December Meeting Date. Struble move to have the joint November/December meeting on Thursday December 5 at 1:30 p.m. Drake seconded the motion. The motion passed with all ayes.

Discuss and Approve Amended Part-Time Vacation Policy. McCurdy presented the current policy and the proposed revisions for review. Currently part time office staff are eligible for 6-9 hours of vacation depending on their length of service to SWIPCO. Under the proposed policy the vacation accrual would be pro-rated to the full time benefit dependent on the number of hours they work and their length of service to SWIPCO. For example, if an employee worked 30 hours, or 75% of full time staff, they would be eligible for 75% benefits (.75*8 hours=6 hours). Wright moved to keep the current part time vacation policy of 6-9 hours dependent on length of service. Struble seconded the motion. The motion passed with all ayes.

Discuss and Approve Amended Part-Time Sick Leave Policy. McCurdy presented the current policy and the proposed revisions for review. Current policy states part time employees accumulate 4 hours per month paid sick leave with a maximum accumulation of 360 hours. The proposed policy is a pro-rated depending on length of service and the number of hours worked. For example, if an employee worked 30 hours, or 75% of full time staff, they would be eligible for 75% benefits (.75*8 hours=6 hours). Valline moved to maintain the current part time sick leave policy. Arentson seconded the motion. The motion passed with all ayes.

Discuss and Approve Staff and Driver Appreciation. Robinson moved to approve \$40 per employee as part of their compensation package. Arentson seconded the motion. Motion passed with all ayes.

Transit Report. Lander reported:

- Miles – 156,693 (-9,674); Rides – 33,260 (+4,194); Hours – 9,955 (-311)
- Council Bluffs CSD +990

Planning Report. Fleener reported, see attached.

Housing and Southwest Iowa Housing Trust Fund Report. Hansen reported, see attached.

Business RLF Report. McCurdy reported a loan was made to Atlas Cinemas in Atlantic to purchase the movie theater. The loan is a USDA Loan for \$42,500.

Director's Report. See Attached.

Public Comment Period. None presented.

Board Sharing. None presented.

Other Business. None presented.

Adjourn. Wright moved to adjourn the meeting and Jones seconded. Chair Parkhurst adjourned the meeting at 2:56 p.m.

Sherman Struble, Secretary